

U.S. Department of Energy
Washington, D.C.

ORDER

DOE O 110.3

Approved: 11-03-99
Sunset Review: 11-03-01
Expires: 11-03-03

SUBJECT: CONFERENCE MANAGEMENT

1. **OBJECTIVES.** To establish requirements and responsibilities with respect to managing conferences sponsored by the Department of Energy (DOE) or by DOE management and operating contractors and other contractors who perform work at DOE-owned or -leased facilities, including management and integration contractors and environmental restoration management contractors (when using funds that will be reimbursed by DOE). To minimize costs and attendance by DOE and DOE contractor employees at all conferences and clarify the requirements for funding conferences in compliance with existing laws and regulations.
2. **CANCELLATION.** DOE N 110.3, CONFERENCE MANAGEMENT, dated 3-22-99.
3. **APPLICABILITY.**
 - a. **DOE Elements.** Except for the exclusions stated in paragraph 3c, this Order applies to all DOE elements. For purposes of this Order, a conference is defined as a meeting, seminar, retreat, symposium, or similar event that involves official travel. DOE employees traveling to a site where work for DOE is being performed to discuss the status of the work are not covered by the requirements of this Order.
 - b. **Contractors.** Except for the exclusions stated in paragraph 3c, the Contractor Requirements Document (CRD), Attachment 1, sets forth requirements that apply to management and operating contractors and other contractors who perform work at DOE-owned or -leased facilities, including management and integration contractors and environmental restoration management contractors. Compliance with the CRD will be required to the extent set forth in the contract. DOE contractor employees traveling to a site where work for DOE is being performed to discuss the status of the work are not covered by the requirements of this Order.
 - c. **Exclusions.** This Order does not apply to the following situations:
 - (1) formal, structured training programs (including seminars specifically held for training purposes) that have specific objectives identified to improve certain knowledge, skills, and abilities;

Distribution:
All Departmental Elements

Initiated By:
Office of Management
and Administration

- (2) activities concerning work not funded by DOE that is conducted by DOE contractors;
- (3) meetings requiring only local travel;
- (4) Federal Advisory Committee meetings;
- (5) contract preproposal, bid opening, and negotiations;
- (6) public hearings and associated briefings;
- (7) audit, inspection, and investigation activities;
- (8) DOE technical/business program, project, or peer reviews;
- (9) activities funded through arrangements such as grants and cooperative agreements; and
- (10) employees traveling to a site where work for DOE is being performed to discuss the status of the work.

4. REQUIREMENTS.

- a. The head of a DOE Headquarters or field element (or Principal Deputy) must approve DOE sponsorship, cosponsorship, or funding of a conference if 30 or more DOE and DOE contractor employees are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may establish any procedure to ensure the intent of this Order is met [e.g., delegate conference approval to a lower level (a member of the Senior Executive Service or equivalent) in the organization]. An employee, other than the Secretary of Energy, cannot approve his or her own attendance or that of a superior. DOE field offices should provide a copy of the conference approval to their Lead Program Secretarial Officer. NOTE: Sponsorship (or cosponsorship) of a conference is defined as having some control over the conduct of the conference and either having some financial responsibility or providing in-kind services (nonmonetary) for the conference, including control sufficient to influence costs, venue, or program content.
- b. In managing DOE-sponsored conferences, including conferences that are cosponsored, funded, or cofunded, DOE elements must do the following:
 - (1) Keep expenditures and attendance at conferences to the minimum necessary to accomplish program objectives.

- (2) Minimize the number and cost of DOE-sponsored exhibits/booths at all conferences by using, where practical, DOE corporate-type exhibits/ booths that can be shared by DOE and DOE contractor organizations. Exhibit/booth fees may not be charged to DOE and DOE contractor employees at DOE and DOE-contractor-sponsored conferences.
- (3) Justify a recurring conference (i.e., Departmental elements should not assume that an annual conference must be held merely because it has been held previously).
- (4) Select sites that minimize conference costs by, among other actions, minimizing conference administrative costs and attendees' travel and per diem costs and maximizing the use of Government-owned or -provided facilities.
- (5) Select sites only after evaluating cost differences of at least three prospective locations. The selection process should identify opportunities to save costs in selecting a particular conference site or the timing of the conference (e.g., off-season rates). Offices must maintain written documentation of the alternatives considered and the selection rationale used. Avoid selecting resort or recreational sites unless true cost savings will result.
- (6) Make binding conference arrangements only after obtaining the approval required by this Order. Employees are reminded that only designated contracting officers have authority to make contractual commitments on behalf of DOE.
- (7) Comply with applicable statutes and regulations on conflict of interest.
- (8) Avoid commercial conference facilities for DOE-sponsored conferences involving classified or sensitive information.
- (9) Use a format similar to that in Attachment 3, "Suggested Format for Conference Approval Request," when requesting conference approval to ensure necessary information is included. The information in Attachment 3 is necessary when 30 or more DOE and DOE contractor employees are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may establish any procedure to ensure the intent of this Order is met [e.g., delegate conference approval to a lower level (member of the Senior Executive Service or equivalent) in the office].

- (10) Avoid holding conferences at non-DOE sites that do not meet the fire protection requirements of the Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391, as amended). This requirement may be waived by the Secretary of Energy or the Executive Secretariat.
 - (11) Use Attachment 2, "Criteria for Conference Approval," as an aid in deciding whether to hold a conference.
- c. In determining whether employees should participate in a conference sponsored by a private interest, DOE elements must—
- (1) Ensure that a senior official in the organization (a member of the Senior Executive Service or equivalent) approves participation or attendance of employees. An employee, other than the Secretary of Energy, cannot approve his or her own attendance or that of a superior.
 - (2) Minimize the number of employees attending conferences, consistent with achieving the objective(s) of the conference.
 - (3) Determine that participation in the conference is in the best interest of the Department. In making this determination, the following factors must be considered:
 - (a) the relevance of the event to the Department;
 - (b) the potential benefit to the Department;
 - (c) the need to get DOE-related information out to the attendees and whether the particular conference is an effective means to do that;
 - (d) the number of DOE or DOE contractor employees who are either participants or expected attendees;
 - (e) the total costs for DOE and DOE contractor attendees and participants;
 - (f) the location of the event;
 - (g) the potential for any adverse appearance associated with DOE participation; and

- (h) whether DOE's interests would be better served by the Department's direct sponsorship of a conference.
- d. DOE requirements regarding payment and reimbursement of conference registration fees, allowable conference (and related) costs, and funding follow:
 - (1) A contractor will be reimbursed for conference costs only if the principal purpose of the conference is to disseminate trade, business, professional, or technical information or to stimulate production per contract requirements.
 - (2) Consistent with paragraphs (e)(11) and (34) of Department of Energy Acquisition Regulation (DEAR) 970.5204-13, contractors who are sponsoring conferences will not be reimbursed for entertainment costs, such as alcoholic beverages and tickets to shows or sporting events, nor may such costs be included in a registration fee.
 - (3) At all conferences, regardless of sponsorship, when DOE reimburses a registration fee that includes meals, DOE employees must reduce their claims for per diem according to Section 301-11.18 of the Federal Travel Regulation. DOE contractor employees must also reduce claims for per diem if meals are included in a registration fee.
 - (4) If a non-Government organization sponsors a conference and a separate charge is made for meals, DOE may pay for the employee's meals if the "three-part test" is met [i.e., if there is a showing that (1) the meals are incidental to the conference; (2) attendance of the employee is necessary to full participation in the business of the conference; and (3) the employee is not free to take the meals elsewhere without being absent from essential formal discussions, lectures, or speeches concerning the purpose of the conference]. For each meal received, the DOE employee is required to reduce his/her per diem by the amount shown in the Federal Travel Regulation, Section 301-11.18.
 - (5) If DOE sponsors a conference, the Department will not pay for employees' meals, because of the general prohibition that the Federal Government will not provide free food to its employees (per diem covers the cost of meals).
 - (6) Conference fees collected by DOE are subject to the Miscellaneous Receipts Act and must be deposited with the Treasury as soon as practicable without deduction for any charge or claim. Conference fees collected by DOE contractors to offset conference costs are not subject to the Miscellaneous Receipts Act.

- (7) At DOE- or DOE-contractor-sponsored or -funded conferences, DOE will not authorize payment for the costs of meals by purchase order or other contractual arrangements.
- (8) DOE and DOE contractors may charge a separate voluntary fee to conference attendees to cover such items as meals and entertainment. This fee will not be reimbursed by DOE. However, when the employee pays this voluntary fee from personal funds, he/she is not required to reduce his/her per diem.
- (9) Generally, registration fees for non-DOE-sponsored conferences may be reimbursed. Registration fees for DOE-contractor-sponsored conferences will be reimbursed.
- (10) Conferences sponsored by DOE contractors should not include events, such as entertainment or meals, that are being paid for by the contractor, which will result in Federal employees violating the Standards of Ethical Conduct for Employees of the Executive Branch (5 Code of Federal Regulations 2635).

5. RESPONSIBILITIES.

a. Heads of Departmental Elements (or Principal Deputy).

- (1) Approve all DOE-sponsored and cosponsored conferences if 30 or more DOE and DOE contractor employees are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may establish any procedure to ensure the intent of this Order is met [e.g., delegate conference approval to a lower level (must be a member of the Senior Executive Service or equivalent) in the organization]. Approval of employees attending or participating in a conference not sponsored by DOE or DOE contractors may be redelegated to any level the head of the DOE element believes is appropriate (must be a member of the Senior Executive Service or equivalent) to ensure the minimum number of their employees are attending or participating in a conference.
- (2) Ensure that conferences are being held only to support their missions and programs and conform with the requirements of this Order.
- (3) Coordinate with the Office of the Assistant Secretary for International Affairs on all foreign conferences (both DOE-sponsored and cosponsored conferences) and attendance at all foreign-sponsored conferences in accordance with DOE 1500.3, FOREIGN TRAVEL AUTHORIZATION.

- (4) Coordinate with the Assistant Secretary for Congressional and Intergovernmental Affairs and the Director of Public Affairs where conference decisions may have congressional, intergovernmental, press, or public affairs implications or effects.
- (5) Ensure that proposed conferences do not duplicate conferences presented by others (i.e., DOE contractors or other non-DOE sources) that involve DOE funds. In addition, ensure, to the extent possible, that DOE-sponsored events do not duplicate private-sector activities such as trade shows and similar productions.
- (6) Ensure that conferences are held at locations accessible to disabled employees and that such individuals are provided necessary accommodation and any needed special assistance to engage in conference activities.
- (7) Designate a point of contact from their organization who will be responsible for ensuring compliance with this Order and maintaining central files on all conference activities within that organization. Within 30 days of issuance of this Order, notify the Office of the Executive Secretariat, by memorandum, of the designated organizational point of contact.

b. Organizational Points-of-Contact.

- (1) Post the following information about their organization's proposed conference on the Office of Management and Administration's Web site [<http://www.ma.doe.gov> (Conference Management icon)]: sponsoring organization, purpose of conference, date(s) of conference, location of conference, total estimated cost of conference, projected number of DOE and DOE contractor employees attending the conference, and any other pertinent information.
- (2) Confirm that their organization's proposed conference does not duplicate any other DOE or DOE-contractor-proposed conference by checking the Office of Management and Administration Web site (Conference Management icon) for information and include signed certification of this fact in their conference approval information.
- (3) Ensure conference approval packages include all necessary information before the head of the organization, or their designee, decides to approve or disapprove a conference.

- (4) Ensure that all conference approval packages are centrally filed and accounted for.
- (5) Attend regularly scheduled meetings for all DOE conference points of contact.
- (6) Provide the Office of the Executive Secretariat with the following information, in the following format, for the annual report to Congress on all of their prior calendar year conference activities.

Conference Sponsor and Cosponsor	Conference Title	Purpose/ Objectives	Date(s)	Number of DOE Attendees	Number of Contractor Attendees	Location

In addition, Congress requires DOE to submit an annual report of planned conference activity for the following year's first-quarter (January through March) conference activities. To fulfill this requirement, use the following matrix to provide the appropriate information.

Conference Sponsor and Cosponsor	Conference Title	Purpose/ Objectives	Proposed Date(s)	Estimated Number of DOE Attendees	Estimated Number of Contractor Attendees	Proposed Location

Submit both reports to the Executive Secretariat (Attention: MA-711) by January 15 each year. Forward the information through e-mail or on disk in WordPerfect 6 format.

c. Director, Office of Management and Administration.

- (1) Provides advice and guidance on conference management.
- (2) Alerts the Deputy Secretary to any proposed activities that appear to be inconsistent with Departmental conference policy or procedure.

6. REFERENCES.

- a. DOE 1500.2A, TRAVEL POLICY AND PROCEDURES, dated 6-7-89, which establishes travel authorization policies and procedures, including charging of registration fees for internal DOE meetings.

- b. DOE 1500.3, FOREIGN TRAVEL AUTHORIZATION, dated 11-10-86, which establishes policy and procedures governing official and unofficial foreign travel.
 - c. Presidential Memorandum, GOVERNMENT FISCAL RESPONSIBILITY AND REDUCING PERQUISITES, dated 2-10-93, which includes guidance on conducting conferences.
 - d. Office of Management and Budget Bulletin 93-11, FISCAL RESPONSIBILITY AND REDUCING PERQUISITES, dated 4-19-93, which provides additional guidance and instructions concerning implementation of the 2-10-93, Presidential Memorandum.
 - e. Federal Travel Regulation, Part 301-74, "Conference Planning," dated 7-1-98, which provides information on planning and attending conferences.
7. CONTACT. Contact the Office of the Executive Secretariat at 202-586-5230 for additional information and guidance concerning this Order.

BY ORDER OF THE SECRETARY OF ENERGY:



DAVID M. KLAUS
DIRECTOR OF MANAGEMENT
AND ADMINISTRATION

ATTACHMENT 1

CONTRACTOR REQUIREMENTS DOCUMENT

DOE O 110.3, CONFERENCE MANAGEMENT, dated 11-03-99

The contractor must comply with the requirements of this Contractor Requirements Document and apply them to managing conferences it sponsors, its employees' attendance at conferences, and its employees' participation in conferences sponsored by private interests.

1. REQUIREMENTS.

- a. A senior contractor official must approve sponsorship, cosponsorship, or funding for a Department of Energy (DOE) contractor conference if 30 or more DOE and DOE contractor employees are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may establish any procedure to ensure the intent of the Order is met [e.g., delegate conference approval to a lower level (equivalent to a member of the DOE Senior Executive Service) in the organization]. A senior contractor official is the equivalent of the head of a DOE first-tier Headquarters or field organization. This authority cannot be delegated below that official's principal deputy. The official must obtain concurrence of the cognizant field office head (e.g., Sandia National Laboratory must obtain the concurrence of the manager or deputy of the Albuquerque Operations Office).
- b. When managing contractor-sponsored or cosponsored conferences, contractors must—
 - (1) Keep Federal expenditures and attendance at conferences to the minimum necessary to accomplish program objectives.
 - (2) Minimize the number and cost of DOE-sponsored exhibits/booths at all DOE and DOE-contractor-sponsored conferences by using, where practical, DOE corporate-type exhibits/booths that can be shared by DOE and DOE contractor organizations. Exhibit/booth fees may not be charged to DOE and DOE contractor employees.
 - (3) Justify a recurring conference (do not assume that an annual conference must be held merely because it has been held previously).

- (4) Select sites that minimize conference costs by, among other actions, minimizing conference administrative costs and attendees' travel and per diem costs and maximizing the use of Government-owned or -provided facilities.
- (5) Select sites only after evaluating cost differences of at least three prospective locations. The selection process should identify opportunities to save costs in selecting a particular conference site or the timing of the conference (e.g., off-season rates). Offices must maintain written documentation of the alternatives considered and the selection rationale used. Avoid selecting resort or recreational sites unless true cost savings will result.
- (6) Make binding conference arrangements only after obtaining the approvals required by DOE O 110.3.
- (7) Conferences sponsored by DOE contractors should not include events, such as entertainment or meals, that are being paid for by the contractor which will result in Federal employees violating the Standards of Ethical Conduct for Employees of the Executive Branch (5 Code of Federal Regulations 2635).
- (8) Avoid commercial conference facilities for DOE-contractor-sponsored conferences involving classified or sensitive information.
- (9) Use a format similar to that in Attachment 3, "Suggested Format for Conference Approval Request" in requesting conference approval to ensure necessary information is included. The information in Attachment 3 is necessary when 30 or more DOE and DOE contractor employees are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may establish any procedure to ensure the intent of the Order is met [e.g., delegate conference approval to a lower level (equivalent to a member of the Senior Executive Service) in the organization].
- (10) Avoid holding conferences at non-DOE sites that do not meet the fire protection requirements of the Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391, as amended). This requirement may be waived by the Secretary of Energy or the Executive Secretariat.
- (11) Use Attachment 2, "Criteria for Conference Approval," as an aid in deciding whether to hold a conference.

- c. In determining the number of and which employees to send to a conference that requires employees to travel, contractors must—
 - (1) Ensure that a contractor official (equivalent to a member of the DOE Senior Executive Service) approves attendance of employees at conferences.
 - (2) Develop their own internal procedure to ensure the minimum number of their employees are attending conferences.
- d. In determining whether employees should participate in a conference sponsored by a private interest, contractors must—
 - (1) Ensure that a contractor official (equivalent to a member of the DOE Senior Executive Service) approves participation of employees at conferences.
 - (2) Determine that participation in the conference is in the best interest of the Department. In making this determination, the following factors must be considered:
 - (a) the relevance of the event to the Department;
 - (b) the potential benefit to the Department;
 - (c) the need to get DOE-related information out to the attendees and whether the particular conference is an effective means to do that;
 - (d) the number of DOE or DOE contractor employees who are either participants or expected attendees;
 - (e) the total costs for DOE and DOE contractor attendees and participants;
 - (f) the location of the event;
 - (g) the potential for any adverse appearance associated with Departmental participation; and
 - (h) whether DOE's interests would be better served by the Department's direct sponsorship of a conference.
 - (3) Consult, as necessary, with the DOE contracting officer before committing to contractor employee conference participation.

- e. DOE policy regarding reimbursement of conference registration fees, allowable conference (and related) costs, and funding the contractor follow:
- (1) DOE will reimburse a contractor for its conference costs only if the principal purpose of the conference is to disseminate trade, business, professional, or technical information or to stimulate production per contract requirements.
 - (2) If a DOE contractor sponsors or cosponsors a conference, it may charge attendees (including DOE and DOE contractor employees and non-DOE attendees) a registration fee and use the fee to offset the conference costs. The fee may not be used for any type of unallowable cost, such as entertainment or alcoholic beverages.
 - (3) DOE will not reimburse a contractor for the cost of entertainment, including alcoholic beverages, regardless of how the cost is classified; for example, DOE will not reimburse an entertainment cost included in a conference fee.
 - (4) If a non-Government organization sponsors a conference and a single, mandatory, nonseparable registration fee is charged for both attendance and meals or an evening social event, the Government will reimburse the contractor employee's full registration fee. Employees must reduce claims for per diem if meals are included in a registration fee.
 - (5) Although per diem is an allowable cost under DOE contracts, DOE will not reimburse contractors for any additional costs for employees meals.
 - (6) In connection with conferences, DOE contractors may charge a separate voluntary fee to attendees to cover such items as meals and entertainment. This fee will not be reimbursed by DOE. However, when the employee pays this voluntary fee, he/she is not required to reduce his/her per diem.
 - (7) DOE will generally reimburse contractors for their employees' registration fees for non-DOE or DOE-contractor-sponsored conferences.

2. RESPONSIBILITIES.

Contractor Senior Official or Principal Deputy (equivalent in seniority to a DOE Head of a Departmental Headquarters or Field Element).

- a. Approves all contractor-sponsored domestic conferences if 30 or more DOE and DOE contractor employees are expected to attend the conference and will be on official travel. If fewer than 30 employees will be on official travel, organizations may

establish any procedure to ensure the intent of the Order is met [e.g., delegate conference approval to a lower level (equivalent to a member of the DOE Senior Executive Service) in the organization]. Approval of employees attending or participating in a conference not sponsored by DOE or DOE contractors may be redelegated to any level the Contractor Senior Official believes is appropriate (must be equivalent to a DOE Senior Executive Service member) to ensure the minimum number of their employees are attending or participating in conferences.

- b. Obtains the concurrence of the cognizant field element (e.g., Sandia National Laboratory will obtain the concurrence of the manager or deputy of the Albuquerque Operations Office) on the conference approval package if more than 30 employees will be on official travel.
- c. Ensures that contractor conferences are being held to support the contract's purpose and conform with the procedural requirements and policies of DOE O 110.3A.
- d. Coordinates with the DOE Office of the Assistant Secretary for International Affairs on all foreign conferences, in accordance with DOE 1500.3, FOREIGN TRAVEL AUTHORIZATION.
- e. Coordinates with the DOE Office of Assistant Secretary for Congressional and Intergovernmental Affairs and the Director of Public Affairs when conference decisions may have congressional, intergovernmental, press, or public affairs implications or effects.
- f. Ensures proposed conferences do not duplicate conferences presented by others (i.e., other DOE contractors or other non-DOE sources) that involve DOE funds and ensures that contractor-sponsored conferences do not duplicate private-sector activities, such as trade shows and similar productions.
- g. Ensures that conferences are held at locations accessible to disabled individuals and that such individuals are provided special assistance to engage in conference activities.
- h. Designates a point of contact who will be responsible for ensuring compliance with DOE O 110.3 (see DOE O 110.3, paragraph 5b for point-of-contact responsibilities, including posting conference information on the Office of Management and Administration Conference Web page) and maintaining central files on all conference activities within the organization. Within 30 days of issuance of DOE O 110.3, notifies (through his/her Contracting Officer) the Executive Secretariat, by memorandum, of the designated point of contact.

ATTACHMENT 2

CRITERIA FOR CONFERENCE APPROVAL

The following areas should be reviewed and considered prior to approval of a DOE-sponsored conference.

Program Mission:

How is the conference related to the mission and goals of the organization? (Specifically, how essential is the conference to those goals and mission?)

Purpose and Objectives:

What is the purpose of the proposed conference?

Are alternative means available for achieving the same expected results?

Are other conferences planned or scheduled with the same objectives? Could this conference be combined with another?

If the conference is recurring, is the need for this one justified at this time?

Location:

Is the conference location the most cost-effective?

Is there a basis for criticism?

Have cost comparisons of other locations been considered?

Is the location necessary to accomplish the conference goal (e.g., site visit to demonstrate research and development activity)?

Is the conference site reasonably central to the majority of participants to lessen travel costs?

Is the location the best suited for the conference considering the cost, attendance, and conference purpose?

Number of DOE/Contractor Employees:

Is the total number of DOE and DOE contractor conference attendees necessary to achieve the purpose for which attendance at the conference is being approved?

Is there any basis for criticism from external entities (e.g., Congress, General Accounting Office, or the Inspector General)?

What is the cost per participant?

Who will attend and what role will each proposed attendee play (e.g., speaker, chairperson, expert in a complex subject that requires experts in several subareas, etc.)?

Can attendance be reduced without adversely affecting the objective?

Expected Benefits:

What benefits will be derived from conducting this conference?

Support Contractor Performance:

What assignments will the contractor perform?

Do the contractor's responsibilities include any Government functions (e.g., exercising discretionary authority or making final value judgments that affect the day-to-day or long-term development, execution, and evaluation of Government programs).

Estimated Support Costs:

Are support costs (e.g., printing, mailing, graphics, travel expenses, conference facilities, honorariums, etc.) reasonable and necessary?

ATTACHMENT 3

SUGGESTED FORMAT FOR CONFERENCE APPROVAL REQUEST

Following is a suggested format that includes the type of information needed in an organization's conference approval package:

DATE OF REQUEST: (self-explanatory)

REQUESTED BY: (name/title of requesting official)

SPONSORING ORGANIZATION: (title of DOE or DOE contractor organization sponsoring the conference)

COSPONSORING ORGANIZATION: (title of DOE or DOE contractor organization or non-DOE entity cosponsoring the conference, if applicable)

CONFERENCE TITLE: (formal title of conference)

CONFERENCE DATE: (proposed date(s) of the conference)

PURPOSE AND OBJECTIVE(S): (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)

CONFERENCE LOCATION: (proposed city and state where the conference is to be held, or foreign location, if applicable)

RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (Provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics.)

ESTIMATED COST BREAKDOWN: (Provide applicable information.)

TRAVEL AND PER DIEM COSTS

DOE Employees (HQ):	\$ XX,XXX
DOE Employees (Field):	XX,XXX
Contractor Employees (HQ):	XX,XXX
Contractor Employees (Field):	<u>XX,XXX</u>
Total DOE Travel Costs:	\$ XXX,XXX

OTHER EXPENSES

Logistics:	\$XX,XXX (facility arrangements)
Supplies and Support	
Equipment:	XX,XXX (specify costs; e.g., materials, printing, etc.)
Other Costs:	<u>XX,XXX</u> (specify, e.g., direct labor support and overhead)
Total Other Expenses:	\$ XXX,XXX

TOTAL ESTIMATED DOE COSTS: \$ XXX,XXX

ESTIMATED COSPONSOR COSTS: \$ XX,XXX (specify source, if applicable)

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

	<u>Traveling</u>	<u>Nontraveling</u>
DOE Employees (HQ):	XX	XX (Detail number from each office)
-FI	X	
-MA		X
-etc.		
DOE Employees (Field):	XX	XX
-AL		
-etc.		
Contractor Employees (HQ):	XX	XX
- CACI		
Contractor Employees (Field):	XX	XX
- LBNL		
- FETC		
- etc.		
Others:	<u>XX</u>	<u>XX</u>
Total:	XXX	XXX

SUPPORT CONTRACTOR PERFORMANCE: (If applicable, specify the support contractor who will provide support for the conference.)

IMPACT STATEMENT: (Provide an impact statement of effect if the conference is not approved.)

POINT OF CONTACT FOR THE SPONSORING ORGANIZATION: (Provide name and telephone number.)